



# **Electronic Subcontracting Reporting System (eSRS)**

**<http://www.esrs.gov>**

**Department of Defense Government Training  
Submitting a SSR - Individual Plan**



# **Submitting a Summary Subcontracting Report (SSR) - Individual Plan**



# Subcontracting Program: The Basics - Regulatory Requirements

## ▶ A Subcontracting Plan is required when:

- Contracts > \$550 K (\$1M construction) AND subcontracting opportunities exist
- Modifications > \$550 K with new work AND subcontracting opportunities exist
- Contract is a multi-year contract

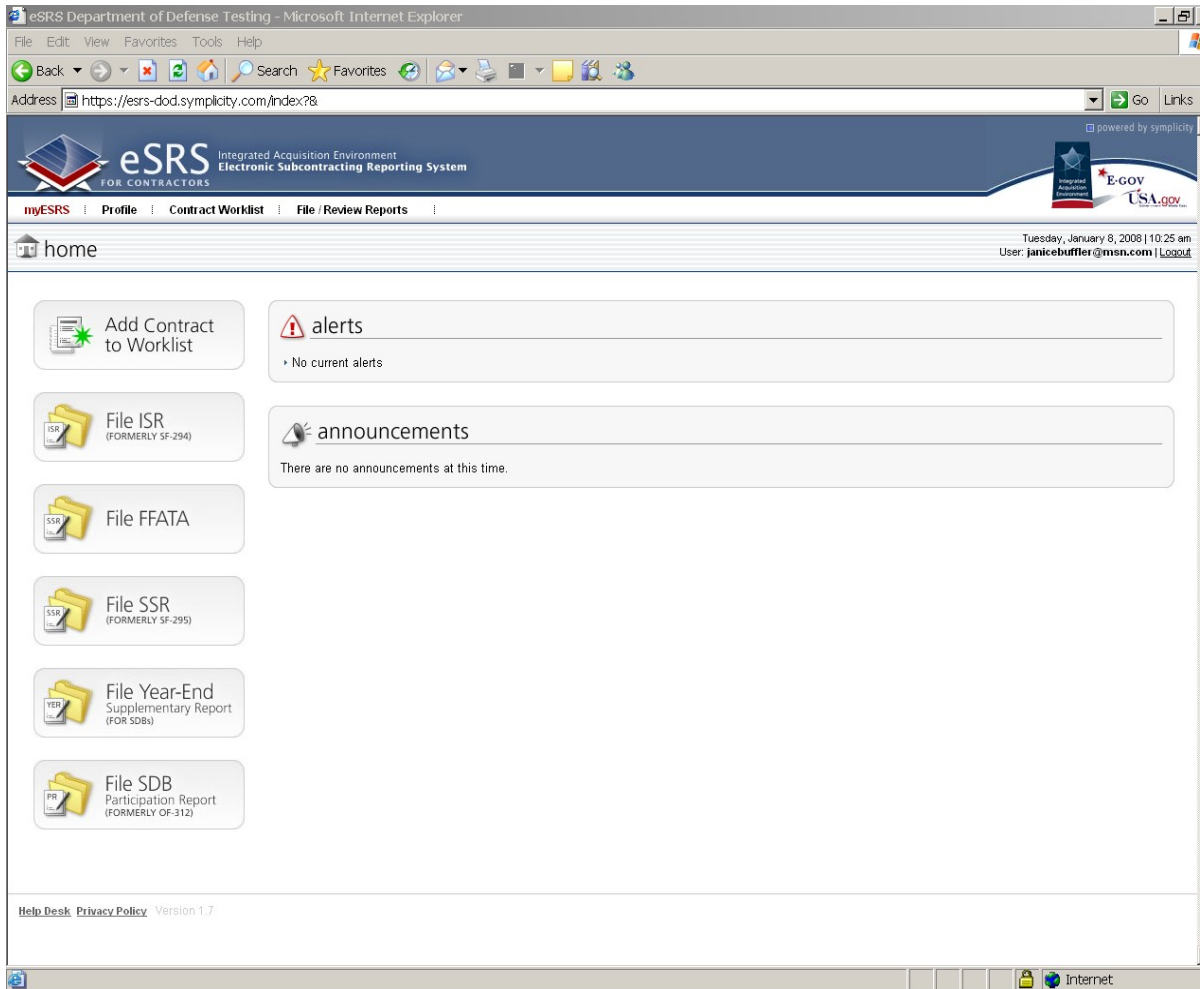
## ▶ A Subcontracting Plan is NOT required:

- When contract performance is entirely outside the United States and outlying areas
- For personal services contracts
- When modifications within general scope do not contain FAR Clause 52.291-8 (or prior clauses for contracts awarded before PL 95-507)

**Note:** If you are unsure as to whether or not you should be filing a subcontracting report, contact your government contracting official to discuss.



# SSR Reporting - Individual Plan



- ▶ **When you log into eSRS, you will come to this home page.**
- ▶ **From the home page, you can:**
  - File and review reports
  - Get system announcements
  - Review your profile
- ▶ **To see reports that have previously been filed under the DUNS # you registered with, select “Contract Worklist” from the top page navigation.**
- ▶ **To file a report, click on the link on the left of the page that says “File SSR.”**



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Address [https://esrs-dod.symplcity.com/index?s=a\\_reports&\\_mode=\\_form&\\_tab=core&id=8&report\\_step=1&](https://esrs-dod.symplcity.com/index?s=a_reports&_mode=_form&_tab=core&id=8&report_step=1&) Go

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eSRS Integrated Acquisition Environment Electronic Subcontracting Reporting System

myESRS | Profile | Contract Worklist | File / Review Reports

summary subcontract reports

Saturday, July 19, 2008 | 5:14 pm  
User: ssresrtest@yahoo.com | Logout

### New Report

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### Summary Subcontract Reports

Please Note: the eSRS contains a number of new fields that did not exist on the paper forms. Although the eSRS will allow you to save a partially completed report, you will save time if you have the following information available when you enter your report data:

For Prime Contractors

- Approved Commercial Subcontracting Plan
- Description of Product and Service
- NAICS
- Email address of the Federal Government Agency Representative responsible for reviewing the report
- Be sure to keep a signed copy of the report on file

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► **eSRS contains a number of new fields that do not exist on the paper form. Before you begin the report filing process, you should have the following items for referral:**

- DUNS number as it appears on your contract
- Description of Products and Service
- NAICS

► **Once you have those documents, click “Continue”.**

► **Quick Tip:** The left side navigation bar will show you where you are in the process of filing a report.



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eSRS Integrated Acquisition Environment  
Electronic Subcontracting Reporting System  
FOR CONTRACTORS

myESRS | Profile | Contract Worklist | **File / Review Reports**

summary subcontract reports

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**SUMMARY SUBCONTRACT REPORT** \* indicates a required field

1. Type of Plan\*:  
☒ Individual ☐ Commercial

2. DUNS #\*:  
 [Auto-Fill Company Info From Duns](#)

3. Corporation, Company or Subdivision Covered:  
a. Vendor Name\*:  
  
b. Vendor Physical Address:  
Street Address\*:  
 [help](#)

**Progress**

- ✗ Subcontract Report
- ✓ Type of Plan
- ✗ DUNS #
- ✗ Vendor Name
- ✓ Vendor Physical Address
- ✓ Vendor Mailing Address
- ✗ Date Submitted
- ✓ Contact Information
- ✗ Reporting Period:
- ✗ Agency to which the report is being submitted
- ✗ Report Submitted As
- ✗ Product or Service #1
- ✓ Product or Service #2
- ✗ Subcontract Awards

**Tips**

Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save information on the current page and go to the next page of the form.

- ▶ **Select “Individual” under “Type of Plan.”**
- ▶ **Input your DUNS #.**
  - Your company’s address information will be pulled directly from CCR. If the information is not correct, you must go to CCR and update your company’s information.
  - If you do not have your company’s DUNS, you can manually input your address information.
- ▶ **Your progress through the system is indicated in the box on the right-hand navigation.**



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Address [https://esrs-dod.symlicity.com/index?report\\_step=2](https://esrs-dod.symlicity.com/index?report_step=2) Go

4. Date Submitted\*:

5. Contact Information\*:

6. Reporting Period\*:  
☐ Oct 1 - Mar 31 ☐ Oct 1 - Sept 30  
a. Year\*:

7. Agency to which the report is being submitted\*:

8. Report Submitted As\*:  
☐ prime contractor  
☐ subcontractor  
☐ both

9. Contractor's Major Products or Service Lines:  
This reflects the description of the two major products and/or services, and the NAICS codes for the product/services lines under the approved subcontracting plan that the contractor provides to the agency for which this report is being submitted to.

a. Product or Service #1\*:

i. NAICS Code # 1\*:  
click [here](#) for description of naics codes

b. Product or Service #2:

- ▶ **Input the date you are submitting the report and your contact information.**
- ▶ **Select the correct reporting period and year for the report submission.**
- ▶ **Select the Agency to which the report is being submitted. Do not select the Department of Defense. Make sure you select the agency, Agency or Service such as the US Air Force or Missile Defense Agency.**
- ▶ **Indicate whether you are a prime contractor or a subcontractor.**
- ▶ **Input the Product or Service you are reporting on with the NAICS.**





# SSR Reporting - Individual Plan

## ► Fill in the subcontracting data for each business category

- Mandatory fields will be marked with a red \*.

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Address: https://esrs-dod.simplicity.com/index? Go

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summary subcontract reports

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CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS \* indicates a required field

	Whole Dollars	Percent
1a. SMALL BUSINESS CONCERNS	<input type="text"/>	
1b. LARGE BUSINESS CONCERNS	<input type="text"/>	
1c. TOTAL		100

	Whole Dollars	Percent
2. SMALL DISADVANTAGED BUSINESS (SDB) CONCERNS	<input type="text"/>	
3. WOMEN-OWNED SMALL BUSINESS (WOSB) CONCERNS	<input type="text"/>	
4. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES	<input type="text"/>	

**Progress**

- ✗ Subcontract Report
- ✗ Subcontract Awards
- ✗ Total Awards
- ✗ Small Business Awards
- ✓ Remarks
- ✗ Name
- ✗ Title
- ✗ Phone Number
- ✗ Certification
- ✗ Name
- ✗ Title
- ✗ Date
- ✗ CEO Approval
- ✗ Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report.

**Tips**

Clicking 'Save' or 'Save and Continue,' will save your report and allow you to leave and continue your report later.

Click 'Save and Continue' to save





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9. ALASKA NATIVE CORPORATIONS (ANCs) AND INDIAN TRIBES THAT ARE NOT SMALL BUSINESSES

10. Remarks:  
If you entered (0) zero in the small business section of this report or failed to meet the dollar or percentage goals in the Commercial Subcontracting Plan, use this section to explain the reason for any shortfalls and your future plan of action. You may also enter explanations and/or comments you think will be helpful to the Government official who reviews this report.

11. Contractors Official Who Administers Subcontracting Program:  
This is the name and contact information (telephone number and email address) for the individual who administers the contractor's Small Business Subcontracting Program.

a. Name\*:

b. Title\*:

c. Phone Number\*:

12. Certification\*:  
This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts (except as set forth for ANC and Indian Tribes for more information visit <http://www.armet.gov/far/facframe.html> see FAC 05-019). If "No" is selected the report will be "Rejected"

☐ Yes ☐ No

13. Chief Executive Officer(CEO):

► **Enter report remarks.**

- This allows you to explain why you have fallen short on your subcontracting plan and how to plan to address the issue.

► **Enter the contact information for the person at your company that administers your subcontracting program.**

► **Certify that the information you have entered in this report is correct.**



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**13. Chief Executive Officer(CEO):**  
This is the full name and title of the CEO for the company submitting this report. No delegation of authority is accepted.

a. Name\*:

  
  
b. Title\*:  
  
c. Date\*:  

**14. CEO Approval\*:**  
This is a self-certification that the individual whom is listed as the CEO on this report will sign a paper print-out of this report and keep it on file.

☐ Yes ☐ No

**15. Please enter the email address of the Government employee(s) and/or other person(s) to be notified that you have submitted this report\*:**  
By listing an e-mail address, a notification will be sent to listed parties advising them that a subcontracting report has been submitted in eSRS for the Government's review. The Federal Government Agency will not be notified via email unless you enter a notification e-mail address.

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- ▶ **Enter the contact information for your Chief Executive Officer (CEO).**
  - You must also certify that the CEO listed will sign a paper copy of this report and keep it on file.
- ▶ **Enter the e-mail address of government employee(s) or others to be notified you have submitted the report.**
  - This should include the person directly responsible for your contract as well as any others who may need to know that the report has been submitted.



## SSR Reporting - Individual Plan

- ▶ **Once you have filled in the remaining information, you will have the opportunity to review the information you have entered.**
- ▶ **If you find the information is correct, select “Submit” and your report will be filed in the system.**
  - Those you have designated with e-mail addresses in the report will be sent an e-mail notification that your report has been filed.
- ▶ **The report will be now be found in the government side of eSRS. You cannot make any changes to the report until the government official rejects the report.**



## What Happens to the Report Once it is Submitted to eSRS?

